CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
March 11, 2008

MINUTES

🖫 ← Back 🖶 Print

1. CALL TO ORDER

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PC Stanke and PWD Radtke

Also Present: ITSupv James and PL Brunn

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. Approval of minutes of January 16, 2008 IT Steering Committee meeting

Moved by ITMgr Lacey, seconded by Clerk Galeazzi to approve the minutes of the January 16, 2008 IT Steering Committee meeting.

Motion   Carried on voice vote
Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. IT Steering Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed a bar graph showing a comparison of budget to actual figures for 1998 through 2007 (2007 not complete at this time). He also handed out the Department's monthly activity sheet and comparison to budget. Actual compared to Budget is at approximated 20% through the end of February. This is because some of the capital items have already been purchased which explains the higher percentage. ITSupv James explained the ten year Budget to Actual comparison, noting the increase in units being maintained since 2001 and also noting that more is being done with less. He and ITMgr Lacey are concerned that in the future, if additional resources are not allocated to this department, the level of service will decrease. ITMgr Lacey notes that over the past several months he has had to say "no" to more and more project requests. Not that they are not worthwhile, but priorities for time and resources have to be managed.

4. ACTION ITEMS

A. Committee update and discussion of NOVUS AGENDA software

ITSupv James explained to the Committee that training on the new NOVUS AGENDA

"minutes" was not yet complete. This will be a department by department process so all staff are comfortable with the new update. Clerk Galeazzi and ITSupv James explained what had changed and responded to questions from Committee members. ITSupv James discussed the concerns with "closing" an item in the agenda creation process. The City of La Crosse is also using NOVUS AGENDA and has written some programs which could make the agenda creation process easier. ITSupv James stated that there is a need to get all minutes, which have been created in the WORD format for some time, into the NOVUS AGENDA format so they can be searched and archived. This will be an on going project. There was also discussion on how to get the word "draft" onto the minutes so people know these are not the final, approved minutes of a committee.

B. Committee update and discussion on content and design of City website

ITSupv James informed the Committee of his attendance at a basic class on "Dreamweaver" which is the software that supports the City's website. He will be going for additional training so he can better manage the website. He stated that the City will benefit by this because hiring an outside source for this work would still require almost the same amount of in-house staff time for discussing changes and ideas. He will be determining the look of the website and bring in those major changes for discussion and direction but not for approval.

C. Committee update and discussion on installation of video recording equipment

ITMgr Lacey informed the Committee that there is asbestos present above the ceiling in the Common Council chambers. The City is coordinating with Camera Corner on when the installation of the video recording equipment can be completed, pending removal of the asbestos to create lanes for laying the wiring. There is no set timetable as to when this will be accomplished.

D. Committee discussion and recommendation on next IT Steering Committee meeting date - April 16th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, April 16, 2008 at 8:15 AM in the Gegan Room of the Menasha Public Library.

5. ADJOURNMENT

A. -

Moved by PC Stanke, seconded by ITMgr Lacey to adjourn at 9:12 AM

Motion Results: Carried on voice vote

Respectfully submitted,

Thomas Stoffel
Committee Secretary